Position | Department | Reports to
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Manager, Office Adult and Online Student Services | Graduate and Adult Education Programs Enrollment | Director, Adult and Online Student Services

**Scope of Responsibilities:** The GAE Coordinator/Data Systems Analyst is responsible for supporting the activities of the GAE Enrollment Office including, campus visits, managing the i5 data base, overseeing inquiry and applicant data entry, coordinating the application/acceptance process, coordinating online service with Learning House, student course registration, coordinating various GOAL program activities.

**Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

**Duties:** Oversee all staff reimbursement and travel projects, including car rentals and hotel accommodations. Work with the Director of Graduate and Online Student Services and Dean of Admissions on all budgets relating to GAE admissions, including payment requests and financial records. Oversee GAE campus visit scheduling. Direct incoming phone calls to appropriate personnel. Enter required data of prospective student inquiries into first contact categories. Coordinate inquiries with the correct response letters and materials. Enter application data received in the admissions office as needed. Assist in the preparation of admission decision letters and related materials. Prepare Applicant files for review by committee members. Organize admissions committee meetings for all GAE programs. Utilize Microsoft Office Suite including Outlook, Word, and Excel. Manage inbound mail and email. Assist with direct mail efforts. Produce weekly admissions reports. Process requests for payment and file financial records and receipts. Complete registration for all courses for all students in graduate, seminary, and school of Adult and Community Education programs. Purchase, distribute and manage textbook loan program for any GAE programs where this applies. Coordinate college fairs and help coordinate travel itineraries for GAE staff. Manage changes to the Web site for GAE programs through DRUPAL. Serve as a member of the Glimpse of Grace and MA Luncheon Planning Committee. Order all admissions office supplies and oversee the storage of admissions items. Coordinate job related interviews for GAE office and GOAL program. Coordinate/Distribute all prospective student emails from multiple emails assigned to GAE programs.

**Chain of Command:** This position Reports to the Director of Adult and Online Student Services. In the absence of the Director, this person will report to the Dean of Admissions.

**Qualifications:**

**Minimum:** Associate’s degree in a related field. One to two years of related experience. Experience with computer data-based systems and reports. Efficiency utilizing MS Office Suite including Outlook, Word, and Excel. Ability to enter data quickly with a high rate of accuracy. Should be a highly self-motivated individual with outgoing personality and excellent social skills. Should have a positive attitude and an outgoing, likeable personality. Needs to have a team-player mentality. Should be able to handle stress in a fast paced environment. Must be a good listener, able to sift through questions and address issues in a relevant way. Should communicate effectively one to one and in small groups. Should write and speak in a clear, precise, well-organized manner using appropriate vocabulary, grammar, and word usage.

**Preferred:** Experience in office management setting. Knowledge in computer data-base management. Attention to detail and systems. Good management skills.

**Status:** A completed employment application must be submitted in order to be considered for employment. Applications are available in the Business Office or can be downloaded at www.grace.edu, Employment.

**Posted:** 11/2/10

Grace College and Theological Seminary seeks a diverse work environment by encouraging women and minorities to apply.